

Position Title: Military Funeral Honors

Location: Anchorage, AK

Salary: \$ Based on Rank

Tour Length: FY 2012

Closing Date: OPEN UNTIL FILLED

Availability: Immediate Placement

Area of Consideration: AKARNG Soldiers

The Alaska National Guard Joint Support Serviced/Family Program is seeking qualified, trained and capable individuals to serve as the Military Funeral Honors Program with the following responsibilities:

- ☐ Funding is provided to hire and sustain Military Funeral Honors details to the Army standard for the entire FY. 100% of all funding will be distributed in the month of October.
- ☐ Ideal Soldier selectees should be in the rank of E3 to E7; each State has the flexibility to select their own details based upon the needs of their State and the funding provided.
- ☐ Soldiers will be expected to process and perform all Funeral Honors missions to the Army standard as well as perform Casket Bearer duties and functions.
- ☐ Soldiers must be able to perform Two and Three Soldier funeral honors details and abide and comply with the Army Safety program.
- ☐ It is critical that Soldiers maintain strong Public relations to ensure mission success and be available for State Military Funeral processions.
- ☐ Implementation of MFH training policy & conduct of training to standard.
- ☐ Soldiers are expected to conduct maintenance of all uniforms and equipment assigned to the mission as well as practice and maintain proficiency at all times.

Additional Qualification Considerations:

- Knowledge, experience, and skills in the position competing for
- Knowledge of the structure and operations of the Air National Guard
- Excellent organizational skills
- Proficiency in Microsoft Word, Excel, Power Point and Database use experience
- Ability to travel/work on drill weekends if events specific to job are scheduled on drill weekend (Coordinate with your M-Day supervisor)
- Exceptional customer service—good oral and written communication skills
- Proficiently read, write, and understand the English language
- A valid state driver's license
- Soldiers must not exceed 1095 Rule for the duration of the ADOS tour

Application Procedures:

Interested applicants who meet the eligibility criteria listed in this announcement may apply by submitting the below listed documents to the **Alaska National Guard, Human Resources Office, HRO, Building 49000 Room D-209, Post Office Box 5800, Joint Base Elmendorf Richardson, AK 99505-5800**. Complete applications must be received in HRO-AGR office **no later than 1600 or postmarked on or before the closing date**. US government postage paid envelopes or government facsimile machines (FAX) may NOT be used in submitting applications. All applications must be typed or printed in legible dark ink and must be signed and dated with original signature. Applicants may include copies of training certificates or any documentation that may be applicable to the position they are applying for but the **complete application package must include all documents listed below**. *Items are required by the Human Resource Office to determine qualifications.* If the requested documents are not submitted, a letter of explanation must be included. **Incomplete packages will not be considered for the position vacancy.**

1. Cover Letter/Resume
2. References
3. CURRENT Personnel Qualification Record (PQR)
4. CURRENT copy Physical Health Assessment (PHA) **within 6 months**
5. CURRENT/PASSING DA 705, APFT Scorecard, **within 6 months**

6. Security Verification memorandum from Personnel Security Manager
7. CURRENT Copy of Driver's License (must be valid)
8. CURRENT AGR/Mobility/ADSW orders (If Applicable)
9. DA Form 5500-R/5501-R (If Applicable)

****SUBMIT NO STAPLES/NO BINDINGS****

QUESTIONS:

To verify receipt of application, you may call 907-428-6455 (DSN 317-384-4455)

MAIL APPLICATIONS TO:

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Joint Base Elmendorf Richardson, AK 99505-5800